



**TENNESSEE DEPARTMENT OF
LABOR & WORKFORCE DEVELOPMENT**

Career Specialist (Part-Time)

Tennessee Department of Labor & Workforce Development, Workforce Services Division

Post Length: **One Week**

To apply, submit your resume to: Nicholas.Bishop@TN.GOV

The Tennessee Department of Labor & Workforce Development impacts the lives of Tennesseans every day. The Workforce Services Division is responsible for delivering the department's employment and educational services to employers and job seekers in local American Job Centers, partner agencies, and online at Jobs4TN.gov.

Job Overview:

Under general supervision, is responsible for public policy, compliance, and program monitoring work associated with the administration of the Workforce Innovation and Opportunity Act (WIOA). This position will be assisting the Compliance and Policy Unit Director with general administrative tasks and functions associated with the recent re-alignment of Tennessee's workforce system. This position will also be required to assist with the review and preparation of documents related to policy and guidance to workforce system providers and partners. Furthermore, the position will require an interest in the development of policy and procedure. A keen attention to detail is required, along with strong organizational skills. Applicant must be able to work in a fast-paced environment and be able to multi-function. Applicant must be well versed in Microsoft Word and Excel.

Knowledge, Skills, Abilities and Competency:

- Experience equivalent to one year of full-time administrative type duties.
- Experience or interest in public policy.
- Strong Organizational Skills, attention to detail.
- Ability to work in fast-paced in environment and meet deadlines.

Qualifications:

- Graduation from an accredited two-year college or technical school with an associate's degree in a related field or 65 college credit hours.
- Experience equivalent to one year of full-time administrative type duties.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.